

# **OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION**



## **Bargaining Unit Roster Interface Information Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	October 28, 2010	Becky Arena	Initial Document
1.0	October 28, 2010	Sunil Rao	Initial Document
1.1	October 3, 2011	Becky Arena	Updated Record Format
1.2	September 12,2012	Becky Arena	Updated document with most current Functional Specification Information

## TABLE OF CONTENTS

I.	INTRODUCTION .....	<b>Error! Bookmark not defined.</b>
II.	GENERAL INFORMATION .....	<b>Error! Bookmark not defined.</b>
III.	TECHNICAL INFORMATION .....	<b>Error! Bookmark not defined.</b>
IV.	RECORD FORMAT .....	<b>Error! Bookmark not defined.</b>
V.	FILE DEFINITIONS .....	9
VI.	LEGACY vs. MyCalPAYS FIELDS.....	<b>Error! Bookmark not defined.</b> 4
VII.	WHAT’S DIFFERENT? .....	16

## **I. INTRODUCTION**

The roster file is a monthly listing for the representatives of the bargaining units of all civil service employees. This list includes bargaining unit information and employment information deemed public information.

### **Business purpose:**

To provide bargaining unit representatives an alphabetical listing of state civil service employees with public information and bargaining unit information per contract agreements.

### **Related business processes:**

- Add Concurrent Assignment
- Assignment Change
- Hire New Employee
- Individual Salary Change
- Mandatory Reinstatement
- Mass GEN Salary Adjustments
- Mass SISA/MSA Salary Adjustments
- Rehire Employee
- Temporary Separation
- Employee Personal Data
- Miscellaneous Data
- Mass Split Off and Reallocation

## **II. GENERAL INFORMATION**

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

### **III. TECHNICAL INFORMATION**

- The file is generated in a single file format.
- File format used is Pipe Delimited.
- Format is a fixed length.
- File encoding is Text.
- Server Type: Secure File Transfer Protocol (SFTP).

#### IV. RECORD FORMAT

<b>Frequency</b>	<input checked="" type="checkbox"/> Monthly
<b>Direction</b>	<input checked="" type="checkbox"/> Outbound
<b>Source System</b>	MyCalPAYS
<b>Target System</b>	Bargaining Unit Representatives
<b>Classification of Data</b>	<input checked="" type="checkbox"/> Confidential <input checked="" type="checkbox"/> Sensitive
<b>One time or Recurring</b>	<input checked="" type="checkbox"/> Recurring
<b>Scheduled</b>	<input checked="" type="checkbox"/> Automatic
<b>Data Time Period</b>	<input checked="" type="checkbox"/> Monthly
	<b>Record Selection Scope:</b> <input checked="" type="checkbox"/> All records
<b>Future Transactions</b>	<input checked="" type="checkbox"/> No
<b>Retroactive Transactions</b>	<input checked="" type="checkbox"/> No

<b>File Encoding</b>	ASCII
<b>File Format</b>	Tab delimited
<b>File Naming convention</b>	Conform to <i>standard MCP outbound file naming convention</i>
<b>Server Type</b>	Secure File Transfer Protocol (SFTP)
<b>Other considerations</b>	<ul style="list-style-type: none"> <li>• Output file will be sorted first by Last Name (ascending order)</li> <li>• Ability to save selection criteria as a variant</li> <li>• Dollar amount fields should be zero padded, implied decimal point, and zoned decimal.</li> </ul>



## V. FILE DEFINITIONS

SL #	Source system (MyCalPAYS) Fields				Mapping Rules	Target system (BU Reps) Fields			
	SAP Table-Field	Type	Length	Field Description		Field Name (Header Record Text)	Type	Length	Comments
01	P0709-PERSONID_EXT	CHAR	20	Person ID		Person ID		9	
02	P0000-PERNR	NUMC	8	Personnel Number		Personnel Assignment No.		8	
03	P9007-Z_Prob_Status	CHAR	1	Probation Status		Prob. Code		1	
04	P0002-NACHN	CHAR	40	Last Name		Employee Last Name		21	
05	P0002-VORNA	CHAR	40	First Name		Employee First Name		16	
06	P0002-MIDNM	CHAR	40	Middle Name		Initial		1	First character only
07	P0002-PERID	CHAR	20	SSN		SSN		9	Refer # 2 (within each BU/variant) of “Selection method of records” in the FS doc
08	P0001-KOSTL	CHAR	10	Cost Center		Agency Code		3	Characters 5 to 7 =Agency Code
09	P0001-KOSTL	CHAR	10	Cost Center		Unit Code		3	Characters 8 to 10 = Reporting Unit
10	P0001-STELL	NUMC	8	Job Key		CLASS		8	Characters 4 to 8 (last 5)

	Source system (MyCalPAYS) Fields					Target system (BU Reps) Fields																					
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules	Field Name (Header Record Text)	Type	Length	Comments																		
11	P1000-STEXT	CHAR	40	Job Short Text		Abbreviated Job Title		31																			
12	Q0008-BETRG	CURR	13(2)	Fractional Time base		Time Base		3	Wage Type “0004” = Fractional Time Base																		
13	Q0008-ANZHL	DEC	7(2)	Fractional Time base		Time Base		3	Wage Type “0004” = Fractional Time Base																		
14	N/A					Pay Frequency		1	If EG (i.e. P0001-PERSG) = A, D, G, or H populate "M" for Monthly If EG = B, C or E, populate "S" for Semi-monthly If EG = F or I, populate "B" for Bi-weekly																		
15	Q0008-BETRG P0014-BETRG	CURR	13(2)	Wage Type Amount		Salary Total		S9(5)V99	See functional spec “FS_HCM_PA_EN_722_Total Salary Calculation”																		
16	P0006-ORT02	CHAR	40	County (Work)		Work County Code		2	Subtype 7, first two characters.																		
17	P0008-TRFAR	CHAR	2	Pay Scale Type		Class Type		1	<table><tr><td>If</td><td>Enter</td></tr><tr><td>01</td><td>Blank</td></tr><tr><td>02</td><td>F</td></tr><tr><td>03</td><td>L</td></tr><tr><td>04</td><td>J</td></tr><tr><td>05</td><td>M</td></tr><tr><td>06</td><td>E</td></tr><tr><td>07</td><td>P</td></tr><tr><td>08</td><td>C</td></tr></table>	If	Enter	01	Blank	02	F	03	L	04	J	05	M	06	E	07	P	08	C
If	Enter																										
01	Blank																										
02	F																										
03	L																										
04	J																										
05	M																										
06	E																										
07	P																										
08	C																										

	Source system (MyCalPAYS) Fields					Target system (BU Reps) Fields								
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules	Field Name (Header Record Text)	Type	Length	Comments					
18	T500P-Name1	CHAR	30	Personnel Area Text		Department / Facility								
19	P0001-BTRTL	CHAR	4	Personnel Subarea		CBID		3						
20	P0006-STRAS	CHAR	60	Address Line 1	Concatenate with space delimiter, truncate as required and store in target field.	Street Address		28	Address SubType					
	P0006-LOCAT	CHAR	40	Address Line 2					1	Residence address				
21	P0006-ORT01	CHAR	40	City						City		25	4	Emergency contact
													5	Mailing address
22	P0006-STATE	CHAR	3	Region (State, Province)						State		2	7	Work address
													8	Confidential
									9	Non-Disclosure				
23	P0006-PSTLZ	CHAR	10	Postal Code		Zip Code		5	Refer # 3 (within each BU/variant) of “Selection method of records” in the FS doc					
24	P0001-PERSK	CHAR	2	EE subgroup		APPT TNR	I	1	First character of EE Subgroup Text (P for Perm, T for Temp etc.)					
25	P0000-STAT1	CHAR	1	Customer Specific Status		Status		1	If P0000-STAT1 = 1, enter “L”, otherwise leave blank					
26	Q0008-BETRG	CHAR	13(2)	Wage Type amount		Based on Salary		S9(5)V99	IT0008, Amount for WT 0001 or 0003 or 0008					
27	Q0008-BETRG	CHAR	13(2)	Amount		Plus Salary		S9(5)V99	IT0008, Amount for WT 0015 or 0016					

Source system (MyCalPAYS) Fields					Target system (BU Reps) Fields				
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules	Field Name (Header Record Text)	Type	Length	Comments
28	P2012-ZTART	CHAR	4	Time Transfer Type		Shift Indicator		1	If a current IT2012 record exists with time transfer type 'SP85' and Number of Hours (P2012-ANZHL) = 1.00 then Shift Designation = 'E'. Else, if a current IT2012 record exists with time transfer type 'SP85' and Number of Hours (P2012-ANZHL) = 2.00 then Shift Designation = 'N'. Else Shift Designation = blank.
29	P0008-TRFST	CHAR	2	Pay Scale Level		Alternate Range		2	
30	P0008-LGART	CHAR	4	Basic Pay Wage type		Salary Per		1	If IT0008-LGART = 0001 enter H, 0003 enter M, 0008 enter D
31	P0008-STOVR	DATS	8	Date of Next Increase		Anni Date		8	
32	P9003-SCHEMATICCODE	CHAR	8	Schematic Code		Schematic Code		4	Last 4 characters of the Job Group Code.
33	P0014-LGART	CHAR	4	Wage Type		Dues Indicator		4	Refer # 4 (within each BU/variant) of "Selection method of records" in the FS doc
34	Q0014-BETRG	CURR	13(2)	Wage Type for Payments		Ded. Amount		S9(5)V99	
35	From payroll results (RT) table or deduction not taken (DDNTK) table	CHAR	4	Wage Type		Fair Share Indicator		4	
36	From payroll results (RT) table or deduction not taken	CURR	13(2)	Wage Type for Payments		Ded. Amount		S9(5)V99	

	Source system (MyCalPAYS) Fields					Target system (BU Reps) Fields			
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules	Field Name (Header Record Text)	Type	Length	Comments
	(DDNTK) table								
37	P0014-LGART	CHAR	4	Wage Type		Alternate Fair Share Indicator		4	
38	Q0014-BETRG	CURR	13(2)	Wage Type for Payments		Ded. Amount		S9(5)V99	
END OF RECORD									

## VI. LEGACY vs. MyCalPAYS FIELDS

	Legacy fields	MyCalPAYS fields
01	New- Person ID- Unique employee identifier, never changes	Person ID
02	New- Personnel Assignment Number- Identifies employee's assignment- will have more than one assignment number if is concurrently employed	Personnel Number
03	Prob. Code	Probation Status- Same value
04	Employee Last Name	Last Name
05	Employee First Name	First Name
06	Initial	Middle Name
07	SSN	SSN
08	Agency Code	Cost Center- will send same value
09	Unit Code	Cost Center- will send same value
10	Class Code	Job Key- will send same value
11	Abbreviated Job Title	Job Short Text
12	Time Base	Wage Type (Employment Percentage) For salaried employees: Numerator and Denominator Two fields, three spaces each (FT will be 1.00 1.00, 50% will be 1.00 2.00, 75% will be 3.00 4.00, etc.) IND, INT will be blank
13	Time Base	
14	Pay Frequency	Employee Group- will send derived values to match what is received today- M, S, or B
15	Salary Total	Wage Type Amount
16	Work County Code	County (Work)- Same value
17	Class Type	Pay Scale Type- Same Value
18	Department / Facility	Personnel Area Text
19	CBID	Personnel Subarea- Same Value

	Legacy fields	MyCalPAYS fields
20	Street Address	Street Address (Address line 1 & 2 combined)
21	City	City
22	State	Region (State, Province)
23	Zip Code	Postal Code
24	Appointment Tenure	EE subgroup- Same Value will be sent
25	Status	Customer Specific Status- indicates "L" if on leave
26	Based on Salary	Wage Type amount
27	Plus Salary	Amount
28	Shift	Wage Type- will send derived values to match what is received today- E, N or Blank
29	Alternate Range	Pay Scale Level- Values will be the same as legacy except MyCalPAYS has a "SISA class" indicator which will be an 'S' in the 2 <sup>nd</sup> character of the field.
30	Salary Per	Basic Pay Wage type
31	Anni Date	Date of Next Increase
32	Schematic Code	Job Group Code-Same Value
33	Dues Indicator	Wage Type
34	Ded. Amount	Wage Type for Payments
35	Fair Share Indicator	Wage Type
36	Ded. Amount	Wage Type for Payments
37	Alternate Fair Share Indicator	Wage Type
38	Ded. Amount	Wage Type for Payments

## VII. WHAT'S DIFFERENT?

Description	Comment
Department/Facility Code	The Personnel Area represents the Department/Facility codes
Position Number	The Cost Center will contain the Agency, Reporting Unit, and CFIS codes. There is no intelligence built into the MyCalPAYS position number.
CBID	Personnel Subarea represents the CBID- Same values
Pay Frequency	Employee Group represents Roll Code-Salary Per, Pay Frequency and Attendance Reporting
Time Base	Wage Type (Employment Percentage) For salaried employees: Numerator and Denominator Two fields, three spaces each (FT will be 1.00 1.00, 50% will be 1.00 2.00, 75% will be 3.00 4.00, etc.) IND, INT will be blank
WWG (Work Week Group)- Not a field in MyCalPAYS	The WWG elements will be captured in the Work Schedule Rules in combination with the Employee Subgroup
Dues Deduction Indicators	There will be Wage Types that identify the type of dues deduction for the employee (Dues, Fair Share Amount or Alternate Fair Share Amount)
Social Security Number	The Person ID is a unique employee identifier that will replace the Social Security Number.